

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**ASSISTANT CITY MANAGER  
GENERAL ADMINISTRATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Performs responsible staff management duties, tasks and projects for the City Manager. Employee reports to the City Manager.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs work that involves assisting the City Manager to supervise all City department directors, the General Administration Department, and performing a variety of general administrative tasks and special projects. Employee is responsible for performing professional-level research into various aspects and phases of municipal operations, and assisting in the preparation, maintenance and administration of the budget. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with taxpayers, attorneys and the general public. Work is performed with considerable independence under limited supervision of the City Manager and is evaluated through observation, conferences and review of work performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL FUNCTIONS**

Along with the City Manager, oversees activities of all department directors and other personnel through direct or delegated supervision of various programs, ensuring that established policies, procedures and programs are planned and implemented in accordance with City ordinances, policies, and through the City Manager's direction.

Reviews, develops and implements policies and procedures to improve department efficiency; approves actions or makes recommendations as to procedure.

Supervises a staff of professional, technical and clerical employees.

Assists the City Manager in the overall operation of the City's management structure and troubleshoots management problems.

Reviews and prepares recommendations for improved management structure and management operations.

Assists with setting short- and long-range goals to ensure more effective and efficient service to City residents.

## **ASSISTANT CITY MANAGER**

Assumes the City Manager's responsibilities, duties and functions during the absence of the City Manager.

Assists the City Manager in the performance of a variety of special tasks and activities including special projects overlapping some or all of the City's departments.

Conducts independent research concerning various specified functions or subject areas; develops the necessary data and information, and prepares and presents recommendations regarding same.

Compiles data for, and prepares, monthly, annual and special reports for presentation to the City Council and other agencies and individuals; assists in the preparation of agendas, ordinances and resolutions for City Council action.

Assists the City Manager in the preparation, review and oversight of the City's operating budget and work programs; analyzes budget requests and researches alternatives.

Interprets ordinances and policies for City residents and employees.

Attends various meetings and workshops; serves on various city, community or intergovernmental boards, committees and organizations.

## **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of business or public administration as applied to municipal government.

Thorough knowledge of municipal government organization and functions.

Thorough knowledge of modern practices and principles of accounting and budgeting as applied to municipal government.

Considerable knowledge of the current literature, trends and developments in the field of municipal administration.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

General knowledge of standard research techniques, methods and procedures.

Ability to make administrative decisions independently and in accordance with established laws, regulations and City policies and procedures.

Ability to work independently and to apply knowledge to a variety of situations.

Ability to analyze complex organizational and administrative problems and to formulate, develop and present recommendations for their solution.

Ability to coordinate assigned programs and activities.

Ability to effectively express ideas orally and in writing.

## **ASSISTANT CITY MANAGER**

Ability to make oral presentations before large groups of people.

Ability to exercise independent judgment and initiative in performing assigned tasks thoroughly and without error.

Ability to exercise considerable tact and courtesy in frequent contact with department directors, city officials and other City staff, other governmental organizations, and the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in public administration or a related field, with a master's in public administration (MPA) strongly preferred, and 6 to 9 years of progressively responsible, related experience in local government administration; or any equivalent combination of training and experience to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 31, Exempt